

MRAC Equipment Inventory and Location
Updated August 21,2003

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It is my recommendation that the Board of Directors take responsibility for this inventory as a group. The designated custodians for this inventory must provide the club officers with a current status statement once a year. This status report must be turned in to the presiding club secretary by the June club meeting each year.

It is the responsibility of the secretary to hold this inventory and update its status. A copy of this inventory must be provided to each club officer and updated every two years.

Tom AB9EK
Secretary

August 21, 2003

1. Club Seal

Present location: Secretary, Tom AB9EK

2. History Files

Present location: Dave WB9BWP has some and Mark AB9CD has the four-drawer file cabinet and two file boxes. The files contain all information saved by previous historians and all newly donated information related to the club and its members. All organized by year, starting with 1917 through 2000.

These files contain the original incorporation papers, bylaws, bylaw updates, past rosters, W9HRM license, and meeting minutes dating back to 1917. There are most, but not all, Chatters in each yearly file. Dave WB9BWP is presently working on scanning these records and putting them into an electronic file.

3. Presidents files and equipment:

Present location: President Patrick W9UQ

President's files and equipment inventory:

Gavel and Block

Copy of the club insurance policy

Club's non-stock incorporation papers

ARRL club status records

WAR repeater coordination records

Presidential letter copies and files

4. Secretary Files and Equipment

Present location: Tom AB9EK

Secretary Files and Equipment Inventory

One two-drawer file cabinet: Contains all general and Board meeting minutes for the year 2001, 2002 and 2003. Bylaw draft and copies. The latest bylaws and copies. Treasurer reports for 2001, 2002 and 2003. ARRL correspondence. Copies of the Hamateur Chatter. All secretarial correspondence for 2001, 2002 and 2003. (All previous year files have been transferred to the history files.) Tom AB9EK is in the processes of coping the files from 2001 and 2002 to electronic files. The files for 2003 are already in electronic files.

Master copy of the club's Insurance policy.

Equipment: Brother Fax machine model 635 s/n F51366207.

5. Treasurers Files and Equipment

Present location: Mark AB9CD

Treasurers File Inventory: Club checkbook and all bank records, all records pertaining to the VEC fund (fund money is kept with the MRAC funds), records for the general fund, the club CD. Past years records that have not been entered into the history files.

6. VEC Program

Present location: VEC John KF9XL and VEC Tom KF9PU

VEC Inventory and Equipment: One four drawer cabinet, plastic carry bins for test sessions, cassette tape recorder and cw test tapes for testing, headphone interface box, four headphones, code key and oscillator, testing forms and answer sheets, FCC forms, and MRAC/VEC seal. Tom KF9PU has the last fifteen months of testing records that are required by the FCC.

Misc: expendable forms and papers and organization files.

VEC money is recorded and banked by the club treasurer.

VEC cash box, money recorded and controlled by VEC John KF9XL.

7. 797-MRAC Equipment

Present location; VEC John KF9XL

Equipment: Telephone answering machine and tapes. Phone line (paid for by the MRAC and VEC funds).

8. MRAC Repeater Inventory

Present location: Old Channel 10 tower.

Equipment Inventory: W9RH/R (covered under the club license). Repeater coordination presently specifies the channel 10 tower located at Humboldt Ave.

Antenna is a Decial model DB224.

Polyphaser lightning arrestor Model IS-B50LU-CO

Motorola rack cabinet

TX RX Systems 4 cavity model 28-37-02A duplexer

TX RX Systems receiver cavity tuned to 145.390

WB9LNU touch tone system control panel

Advance Computer Control RC-85 repeater controller s/n 888

Custom PL Board

GE Repeater System

9. W9RH Club License (Extra Class)

Present location: Jim WB9LNU

License Trustee: Jim WB9LNU

10. Field Day Equipment

Present location: Jim WB9LNU QTH
40/80-meter trap dipole
Cushcraft A3S triband beam antenna
Screen tent
3-50' ropes

Present location: Les AB9EY QTH
Hustler 5 band vertical antenna
SB-104 transceiver and power supply with speaker and microphone

Present location: Pancho KA9OFA QTH
Kenwood TS-430 transceiver with auto tuner, power supply and microphone
1000 watt Field Day generator

Note: MRAC DOES NOT OWN ANY COAX, MAST or LADDERS.

11. Hamateur Chatter Files and Equipment

Present location: Pancho KA9OFA

Equipment Inventory: Computer scanner Brother Fax machine model 635 (non functional) and a computer printer, laser Okidata 410E.

12. Kitchen Crew Inventory: One industrial size coffee pot. Location Pancho KA9OFA QTH.

13. Raffle Crew Inventory:

Present location: Member Tom N9UFJ QTH

Raffle Inventory: Swirl cage made and donated by WB9LNU and expendable tickets.

14. Banners and Signs Inventory: One 2'x5' MRAC Banner. Location Jerry WA9CGE QTH

15. School CW Class Inventory:

Present Location: Mark AB9CD QTH

Equipment Inventory: Club Code practice system, 4 interface boxes for student headsets, one interface box for teacher's headset, 16 headsets (some are used for Field Day) and a teacher's microphone. (The instructor provides Note instructors cw key.)

Patrick W9UQ has one RF receiver amp and radio microphone.

16. Expendable Inventory: Stationary, VEC literature and videotapes located at the QTH of Dave WB9BWP and donated auction equipment.